

CIVIL SERVICE DEPARTMENT OPEN HOUSE PROGRAM & WORKSHOP SCHEDULE

TUESDAY, MARCH 7, 2006

All workshops will be held in the Training Room and are on a first come basis.

Individualized Career Counseling/Resume Review will be held in the Managers' Offices throughout the day. Sign up at the Civil Service Training table in Room A.

Continuous Programs

| TIME | WORKSHOP | INSTRUCTOR | LOCATION |
|-----------------|---|---------------------------------------|-------------------|
| 8:30 am–4:30 pm | Mini Information Fair | Civil Service & Human Resources Staff | Rooms A & B |
| 8:30 am–4:30 pm | Career Counseling (by appointment) | Debbie & Paola | Managers' Offices |
| 8:30 am–4:30 pm | Test your Typing (given every 10 minutes) | Ana & Alisha | Room C |

Workshops

| TIME | WORKSHOP | INSTRUCTOR | LOCATION |
|------------------|--------------------------------------|--------------------|-----------------|
| 8:00 am | Event Kick Off | All Staff | Rooms A & B |
| 8:30 – 9:00 am | What is Classified Service? | Mario & Herman | Training Room |
| 9:10 – 9:40 am | Civil Service 101 | Melinda & Diane | Training Room |
| 9:50 – 10:20 am | Demystifying Performance Evaluations | Christina | Training Room |
| 10:30 – 11:00 am | Career Opportunities | Debbie & Christina | Training Room |
| 11:10 - 11:40 am | Selection Interviews | Diane & Melinda | Training Room |
| 12:00 – 12:30 pm | Examination Preparation | Chris | Training Room |
| 12:40 – 1:10 pm | Career Opportunities | Debbie & Christina | Training Room |
| 1:20 – 1:50 pm | What is Classified Service? | Mario & Herman | Training Room |
| 2:00 – 2:30 pm | Civil Service 101 | Melinda & Diane | Training Room |
| 2:40 – 3:10 pm | Demystifying Performance Evaluations | Christina | Training Room |
| 3:20 – 3:45 pm | Examination Preparation | Chris | Training Room |
| 4:00 – 5:30 pm | Civil Service Information Table | Paola & Russ | City Hall Lobby |

Additional Information on Reverse Side

CIVIL SERVICE DEPARTMENT OPEN HOUSE PROGRAM & WORKSHOP SCHEDULE

WEDNESDAY, MARCH 8, 2006

All workshops will be held in the Training Room and are on a first come basis.

Individualized Career Counseling/Resume Review will be held in the Managers' Offices throughout the day. Sign up at the Civil Service Training table in Room A.

Continuous Programs

| TIME | WORKSHOP | INSTRUCTOR | LOCATION |
|-----------------|---|---------------------------------------|-------------------|
| 8:30 am–1:30 pm | Mini Information Fair | Civil Service & Human Resources Staff | Rooms A & B |
| 8:30 am–1:30 pm | Career Counseling (by appointment) | Debbie & Paola | Managers' Offices |
| 8:30 am–1:30 pm | Test your Typing (given every 10 minutes) | Ana & Alisha | Room C |

Workshops

| TIME | WORKSHOP | INSTRUCTOR | LOCATION |
|------------------|--------------------------------------|-------------------|------------------|
| 8:00 am | Civil Service Commission Meeting | | Council Chambers |
| 9:00 – 9:30 am | What is Classified Service? | Mario & Herman | Training Room |
| 9:40 – 10:10 am | Civil Service 101 | Melinda & Diane | Training Room |
| 10:20 – 10:50 am | Demystifying Performance Evaluations | Christina | Training Room |
| 11:00 – 11:30 am | Career Opportunities | Debbie, Christina | Training Room |
| 11:40 - 12:10 pm | Selection Interviews | Diane & Melinda | Training Room |
| 12:20 – 12:50 pm | Examination Preparation | Chris | Training Room |
| 1:00 – 1:30 pm | Career Opportunities | Debbie, Christina | Training Room |